

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Labour Department Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Workplace Harassment Complaint

I am writing to formally report an incident of workplace harassment that I have experienced at [Company Name]. The incidents occurred on [specific dates] and involved [brief description of the harasser, e.g., "a supervisor, [Name]"].

The nature of the harassment includes [provide a detailed account of the incidents, including specific examples, dates, times, and any witnesses if applicable]. Despite my efforts to address the situation with [mention any actions taken, such as reporting to HR], the issues have persisted. I am requesting that the Labour Department investigate this matter and provide assistance in resolving the situation to ensure a safe and respectful work environment.

Thank you for your attention to this serious issue. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title] (if applicable)
[Company Name] (if applicable)